

September 1, 2010



State of New Jersey
DEPARTMENT OF EDUCATION
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ROCHELLE R. HENDRICKS
Acting Commissioner

TO: Members, State Board of Education

FROM: Rochelle R. Hendricks
Acting Commissioner

SUBJECT: N.J.A.C. 6A:9, Professional Licensure and Standards

REASON FOR ACTION: Amendments to Grant Full Reciprocity to Applicants Holding Out-of-State Certificates

SUNSET DATE: January 20, 2014

Summary

The Department of Education (Department) proposes that N.J.A.C. 6A:9 be amended as noted in this Summary. These amendments and new rules will grant full certification reciprocity, with very limited exceptions, to applicants holding out-of-State certificates. These amendments and new rules are consistent with both the State Board Strategic Plan and the Department's mission statement.

N.J.A.C. 6A:9 sets forth the rules governing the preparation, licensure and professional development of those educators required by their positions to be certified. It also contains rules governing the approval of educator preparation programs and the content of such programs. Finally, it contains the rules delineating the organization of, powers of, duties of and proceedings before the State Board of Examiners.

Because these amendments and new rules will greatly ease certification for many out-of-State applicants, the amendments and new rules will have a positive impact on the ability of district boards of education to hire certificated staff. The amendments and new rules will also ease the application burden on out-of-State applicants and will ease the review of out-of-State applications by the Office of Licensure and Credentials while continuing to conform to the New Jersey Core Curriculum Content Standards and the Federal No Child Left Behind Act (NCLB) regarding "highly qualified teachers."

The following summary provides a brief overview of the proposed amendments and new rules.

Subchapter 8. Requirements for Instructional Certificate

The Department proposes to amend this subchapter as follows:

N.J.A.C. 6A:9-8.8 Requirements for the standard certificate and 6A:9-8.9 Requirements for interstate reciprocity

The Department proposes to delete N.J.A.C. 6A:9-8.8(c), (d), (g), and (h) and to recodify subsections (e) and (f) as (c) and (d), respectively. The Department further proposes a new section at N.J.A.C. 6A:9-8.9, Requirements for interstate reciprocity. This new section will allow any applicant presenting an out-of-State instructional certificate and appropriate fee to receive the equivalent New Jersey instructional certificate endorsement at the equivalent certificate level, that is, certificate of eligibility, certificate of eligibility with advanced standing, or standard certificate. If there is no equivalent New Jersey certificate endorsement, then the provisions of N.J.A.C. 6A:9-8.1 through 8.8 shall apply to the applicant. This rule has two exceptions. First, if New Jersey endorsement requires a subject matter test, then the applicant shall have passed a subject matter test to receive the out-of-State certificate. Second, candidates who have not taught successfully for three years under their out-of-State certificate shall be required to meet the New Jersey grade point average (GPA) requirements.

Subchapter 11. Exceptions to Requirements for the Instructional Certificate

The Department proposes to amend this subchapter as follows:

N.J.A.C. 6A:9-11.20 Requirements for interstate reciprocity

The Department proposes a new section at N.J.A.C. 6A:9-11.20, Requirements for interstate reciprocity. This new section will allow any applicant presenting an out-of-State instructional certificate and appropriate fee to receive the equivalent New Jersey instructional certificate endorsement at the equivalent certificate level, that is, certificate of eligibility, certificate of eligibility with advanced standing, or standard certificate. If there is no equivalent New Jersey certificate endorsement, then the provisions of N.J.A.C. 6A:9-11.1 through 11.18 shall apply to the applicant. This rule has three exceptions. First, if New Jersey endorsement requires a subject matter test, then the applicant shall have passed a subject matter test to receive the out-of-State certificate. Second, candidates who have not taught successfully for three years under their out-of-State certificate shall be required to meet the New Jersey grade point average (GPA) requirements. Third, applicants for the swimming and water safety certificate must meet all the requirements specified in N.J.A.C. 6A:9-11.12.

Subchapter 12. Requirements for Administrative Certification

The Department proposes to amend this subchapter as follows:

N.J.A.C. 6A:9-12.4 School Administrator

The Department proposes to delete N.J.A.C. 6A:9-12.4(k) and to recodify subsections (l) and (m) as (k) and (l), respectively.

N.J.A.C. 6A:9-12.5 Principal

The Department proposes to delete N.J.A.C. 6A:9-12.5(k) and to recodify subsections (l) through (o) as (k) through (n), respectively.

N.J.A.C. 6A:9-12.8 Requirements for interstate reciprocity

The Department proposes a new section at N.J.A.C. 6A:9-12.8. This new section will allow any applicant presenting an out-of-State administrative certificate and appropriate fee to receive the equivalent New Jersey administrative certificate endorsement as follows: a certificate of eligibility for School Administrator, Principal, and School Business Administrator; or a standard certificate for Supervisor. The reciprocal certificates of eligibility and certificates of eligibility with advanced standing maintain the required New Jersey residency for those endorsements. If there is no equivalent New Jersey certificate endorsement, then the provisions of N.J.A.C. 6A:9-11.1 through 11.18 shall apply to the applicant. This rule has one exception – if New Jersey has a subject matter test for the endorsement, then the applicant shall have passed a subject matter test to obtain the out-of-State certificate or must pass the New Jersey subject matter test.

Subchapter 13. Requirements for Educational Services Certification

The Department proposes to amend this subchapter as follows:

N.J.A.C. 6A:9-13.22 Requirements for interstate reciprocity

The Department proposes a new section at N.J.A.C. 6A:9-13.22. This new section will allow any applicant presenting an out-of-State educational services certificate and appropriate fee to receive the equivalent New Jersey educational services standard certificate endorsement. If there is no equivalent New Jersey certificate endorsement, then the provisions of N.J.A.C. 6A:9-13.1 through 13.21 shall apply to the applicant. This rule has three exceptions. First, if New Jersey has a subject matter test for the endorsement, then the applicant shall have passed a subject matter test to obtain the out-of-State certificate or must pass the New Jersey subject matter test. Second, if the equivalent New Jersey endorsement requires a residency, then the candidate shall receive a certificate of eligibility or certificate of eligibility with advanced standing. Third, applicants for reciprocity must meet any requirements in N.J.A.C. 6A:9-13 for State-issued professional licenses or certificates.

As the Department has provided a 60-day comment period on this notice of proposal, this notice is excepted from the rulemaking calendar requirements, pursuant to N.J.A.C. 1:30-3.3(a)5.

Social Impact

The proposed amendments and new rules will have a positive social impact on the process of improving teaching in New Jersey schools by increasing opportunities for individuals to obtain certification and teaching positions in New Jersey.

Economic Impact

The Department does not anticipate that the proposed amendments and new rules will create additional costs for district boards of education or the general public. The amendments and new rules will increase the pool of certified educators by attracting skilled out-of-State applicants to New Jersey in the field of pre-school through grade 12 education. Thus, the proposed amendments and new rules will, in all likelihood, decrease recruitment costs for district boards of education.

Federal Standards Statement

Federal requirements under the No Child Left Behind Act (PL 107-110, section 1110(a)(2)) requiring that all teachers of core academic subjects be highly qualified are met through Department policy rather than through regulations. The proposed amendments and new rules confirm to and do not exceed these Federal standards or requirements. There are no other Federal standards or requirements that are applicable to the proposed amendments and new rules.

Jobs Impact

It is anticipated that the proposed amendments and new rules are likely to increase the pool of teaching staff members. There are no anticipated job losses resulting from the proposed amendments and new rules.

Agriculture Industry Impact

No impact on the agriculture industry is anticipated as a result of the proposed amendments and new rules.

Regulatory Flexibility Statement

The proposed amendments and new rules apply to public schools, approved private schools for the disabled, and providers of publicly-funded preschool education. The approved private schools for the disabled and providers of publicly-funded preschool education could be considered small businesses, as that term is defined by the Regulatory Flexibility Act, N.J.S.A. 52:14B-16 et seq. There are approximately 164 private schools for the disabled and approximately 500 providers of publicly-funded preschool education. The proposed

amendments and new rules do not impose any additional reporting, recordkeeping or compliance requirements. The private schools for the disabled and providers of publicly-funded preschool education are currently required to employ appropriately certified teaching staff, and the proposed amendments and new rules make no changes in that requirement. Accordingly, no professional services should be necessary to comply with the regulatory requirements. There are no capital costs associated with the proposed amendments and new rules.

Smart Growth Impact

The proposed amendments and new rules will not impact the achievement of smart growth or implementation of the State Plan for Development or Redevelopment.

Housing Affordability Impact

The proposed amendments and new rules will have no impact on the cost of housing or number of housing units. The proposed amendments and new rules concern professional licensure and standards for teachers.

Smart Growth Development Impact

The proposed amendments and new rules will have no impact on the cost of housing, the number of housing units, or new construction within Planning Areas 1 and 2, or designated centers, under the State Development and Redevelopment Plan. The proposed amendments and new rules concern professional licensure and standards for teachers.

Full text of the proposal follows (additions indicated in boldface **thus**; deletions indicated in brackets [thus]):

N.J.A.C. 6A:9 PROPOSAL LEVEL DRAFT

AMENDMENTS TO GRANT FULL RECIPROCITY TO APPLICANTS HOLDING OUT OF STATE CERTIFICATES

SUBCHAPTER 8. REQUIREMENTS FOR INSTRUCTIONAL CERTIFICATE

6A:9-8.8 Requirements for the standard certificate

- (a) Except as indicated in N.J.A.C. 6A:9-11, to be eligible for the standard certificate in any instructional area, the candidate shall:
 - 1. Possess a provisional certificate pursuant to N.J.A.C. 6A:9-8.2; and
 - 2. Successfully complete a State-approved district training program pursuant to N.J.A.C. 6A:9-8.3 and 8.4 while employed provisionally in a position requiring the appropriate instructional certificate.
- (b) A candidate who holds a standard New Jersey instructional certificate shall be eligible for additional standard certificates if the candidate meets the requirements of N.J.A.C. 6A:9-8.1(a)1, 3 and 4 and 8.3(b)4. This provision does not apply to holders of the Teacher of Military Science endorsement.

[(c) A candidate who has completed the requirements pursuant to N.J.A.C. 6A:9-8.1(b) and at least one year of appropriate teaching experience under a valid out-of-State license or certificate shall be eligible for a standard certificate upon completion of the test requirement. The out-of-State license or certificate shall be the equivalent of a New Jersey provisional or standard certificate.

(d) For a candidate who has completed the requirements pursuant to N.J.A.C. 6A:9-8.1(b) but has not met the GPA requirements pursuant to N.J.A.C. 6A:9-8.1(a)2, three years of successful teaching experience under a valid out-of-State certificate is necessary. Successful teaching experience will be demonstrated by the offer of contract renewal from the employing district or submission of satisfactory performance evaluations. The out-of-State license or certificate shall be the equivalent of a New Jersey provisional or standard certificate.]

[(e)](c) A candidate who holds National Board for Professional Teacher Standards (NBPTS) certification and the corresponding out-of-State license or out-of-State certificate shall be eligible for the standard certificate in the NBPTS certificate field without additional requirements.

[(f)](d) A candidate who holds the Meritorious New Teacher Candidate (MNTC) designation and the corresponding out-of-State license or certificate shall be eligible for the standard certificate in the MNTC designated field without additional requirements. The MNTC designation, offered through the American

Association of Colleges for Teacher Education (AACTE), is designed to recognize and reward exceptionally well-prepared new teachers. Similar to National Board Certification, this designation is one of professional accomplishment for prospective teachers who excelled at every phase of preparation and demonstrated a deep commitment to high expectations for all children.

[(g) A candidate who presents official evidence of the following requirements shall be eligible for a standard certificate:

1. Completion of requirements pursuant to N.J.A.C. 6A: 9-8.1(a);
2. Completion of at least one year of appropriate, successful teaching experience under a valid out-of-State license or certificate;
3. Completion of an out-of-State non-traditional or alternate route teacher preparation program that is determined by the Department to be comparable to the State's school-based training and evaluation program provided to all New Jersey novice teachers; and
4. A valid standard certificate from the state in which (g)3 above was completed.

(h) A candidate who presents official evidence of the following requirements shall be eligible for a standard certificate with an endorsement equivalent to the endorsement on their out-of-state certificate:

1. Completion of at least three years of teaching in good standing during the last seven years under a regular out-of-state certificate, as documented by a letter validating such experience from a superintendent, principal, supervisor, or human resources director in the district in which the experience occurred;
2. Passed a content knowledge test that was required to obtain the out-of-state certificate, as verified by the Department;
3. A valid, regular, standard certificate from any state in which (h)1 and (h)2 above were completed.]

6A:9-8.9 Requirements for interstate reciprocity

(a) Notwithstanding any other provision of N.J.A.C. 6A:9-8, any applicant for instructional certification who presents a valid instructional certificate issued by any other state shall, upon payment of the appropriate fee, be issued a New Jersey instructional certificate for the equivalent and currently-issued New Jersey grade level or subject endorsement and certificate level covered by this subchapter, that is, a New Jersey certificate of eligibility, certificate of

eligibility with advanced standing, or standard certificate. If there is no equivalent current New Jersey endorsement, then the provisions of 6A:9-8.1 through 6A:9-8.8 shall apply to the applicant. There are two limitations to this rule:

1. If New Jersey has an equivalent endorsement with required subject matter test for the applicant's endorsement, the applicant shall have passed a state subject matter test to receive his or her out of state endorsement or else must pass the appropriate New Jersey subject matter test; and
2. Candidates who have not taught successfully for three years under their out of state certificate shall be required to meet the New Jersey GPA requirement. Successful teaching experience shall be documented by a letter of experience from the applicant's supervisor or authorized district representative.

[6A:9-8.9] **6A:9-8.10** Mentoring and evaluation by approved agencies

An approved agency and its designated staff shall be authorized to provide the services, evaluations, and recommendations specified within N.J.A.C. 6A:9-8.5 through 8.7 for provisional Teachers of Supplemental Instruction in Reading and Mathematics, Grades K-12 in their employ.

**SUBCHAPTER 11. EXCEPTIONS TO REQUIREMENTS FOR THE
INSTRUCTIONAL CERTIFICATE**

6A:9-11.20 Requirements for interstate reciprocity

- (a) Notwithstanding any other provision of N.J.A.C. 6A:9-11, any applicant for instructional certification who presents a valid instructional certificate issued by any other state shall, upon payment of the appropriate fee, be issued a New Jersey instructional certificate for the equivalent and currently-issued New Jersey grade level or subject endorsement and certificate level covered by this subchapter, that is, a New Jersey certificate of eligibility, certificate of eligibility with advanced standing, or standard certificate. If there is no equivalent current New Jersey endorsement, then the provisions of 6A:9-11.1 through 11.18 shall apply to the applicant. There are three limitations to this rule:

1. If New Jersey has an equivalent endorsement with required subject matter test for the applicant's endorsement, the applicant shall have passed a state subject matter test to receive his or her out of state

endorsement or else must pass the appropriate New Jersey subject matter test; and

- 2. Candidates who have not taught successfully for three years under their out of state certificate shall be required to meet the New Jersey GPA requirement. Successful teaching experience shall be documented by a letter of experience from the applicant's supervisor or authorized district representative.**
- 3. Applicants for the swimming and water safety certificate must meet all requirements specified in N.J.A.C.6A:9-11.12.**

SUBCHAPTER 12. REQUIREMENTS FOR ADMINISTRATIVE CERTIFICATION

6A:9-12.4 School administrator

(a) To be eligible for the school administrator CE, the candidate shall:

1. Complete one of the following:
 - i. Hold a master's or higher degree from a regionally accredited college or university in educational leadership, or in curriculum and instruction, or in one of the recognized fields of leadership or

management;

- ii. Hold a master's degree from a regionally accredited college or university and complete a post-master's program resulting in a certificate of advanced study in educational administration and supervision;
- iii. Hold a master's degree from a regionally accredited college or university and complete a post-master's program in a coherent sequence of 30 semester hour credits as they appear on the institution's transcript. The study must be completed at one institution in fields outlined in (a)1i above;
- iv. Hold a master's degree from a regionally accredited college or university and complete a New Jersey State-approved certification program in educational leadership offered by providers approved by the Department pursuant to N.J.A.C. 6A:9-12.5(j)2, (k)2 and (l)1; or
- v. Hold a master's degree from an NCATE or TEAC approved program in educational leadership from an out-of-State college or university;

- 2. Complete a minimum of 30 graduate credits either within the master's program or in addition to it, in the following quality components of preparation to promote student learning as set forth in N.J.A.C. 6A:9-3.4 (a)1 through 6:

- i. Leading a common vision of learning in the school community;
 - ii. Leading a climate and culture conducive to student learning and staff professional growth;
 - iii. Leading a safe and effective environment for learning;
 - iv. Leading the mobilization of resources, response to diverse needs, and collaboration with families and communities;
 - v. Leading with integrity and fairness; and
 - vi. Leading with a perspective of the larger political, social, economic and legal context;
 3. Complete a 150-hour internship in educational leadership independent of other course requirements;
 4. Pass a State-approved examination of knowledge that is acquired through study of the topics listed in (a)2 above, aligned with the Professional Standards for School Leaders and that is most directly related to the functions of superintendents as defined in N.J.A.C. 6A:9-12.3(a); and
 5. Complete five years of successful educational experience in a public or non-public school, a public or non-public school district, or a regionally accredited higher educational setting in New Jersey or out-of-State.
- (b) A candidate who matriculates and enrolls in a state-approved educational leadership preparation program on or after September 1, 2008 shall be required to

complete all requirements of (a) above effective as of January 7, 2008. A candidate who is matriculated and enrolled in a state-approved educational leadership preparation program prior to September 1, 2008, and applies to the Office no later than December 31, 2011, shall complete all requirements under former N.J.A.C. 6A:9-12.4, as effective January 6, 2008. A candidate who does not apply to the Office by December 31, 2011 shall fulfill the requirements in this section.

(c) Applicants in possession of a written evaluation completed by the Office prior to January 8, 2008 will have until December 31, 2011 to complete the requirements set forth in the written evaluation. A candidate who does not apply to the Office by December 31, 2011 shall fulfill the requirements in this section.

(d) To be eligible for a provisional school administrator's endorsement, the candidate shall:

1. Hold a school administrator CE; and
2. Obtain and accept an offer of employment in a position requiring the school administrator certificate in a public school district that has agreed formally to sponsor the residency.

(e) To be eligible for the standard administrative certificate with a school administrator endorsement, the candidate shall:

1. Possess a provisional certificate pursuant to (a) and (b) above; and
2. Complete a one to two-year State-approved residency program while employed under provisional certification in a public school district. The residency program shall:
 - i. Take place in a functioning public school district environment or may take place in an approved alternate site that serves public school students;
 - ii. Require the candidate to develop a thorough understanding of New Jersey Standards: the Core Curriculum Content Standards; the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3; and the Professional Standards for School Leaders as defined in N.J.A.C. 6A:9-3.4. Candidates shall demonstrate that understanding through activities illustrating the promotion of excellence in teaching and learning and providing educational leadership to the district;
 - iii. Be conducted in accordance with a standard agreement issued by the Department and entered into by the Department, the employing

school district, the candidate and the residency mentor. No residency program may be undertaken without a valid agreement;

- iv. Be administered by a State-approved mentor, an experienced administrator who has completed a State-approved orientation, and who shall supervise and verify completion of all required experiences and training by the candidate. The mentor and the local board shall, at the start of the residency, submit to the Department a written recommendation on State-developed forms concerning any areas of professional experience that should be waived and any additional teaching or other special experiences, if any, that the individual candidate should complete before achieving standard certification. Department review and subsequent approval shall consider the candidate's past work experience and recommended standards-based performance goals during residency, and shall be specified in the standard written agreement; and

- v. Provide professional experiences, training and instruction as defined in the Professional Standards for School Leaders and in the areas of district planning and policy formulation; board of education operations and relations; supervision of district wide programs of curriculum, instruction and student services; collegial management, participatory decision-making and professional governance; the roles, supervision and evaluation of central office

staff and school principals; district financial, legal and business operations; management of district operations; school facilities; labor relations and collective bargaining; government and community relations; and school law.

- (f) Each candidate for the standard administrative certificate with a school administrator endorsement shall be evaluated formally by the mentor on at least three occasions for purposes of certification. The first two evaluations shall be conducted mainly for diagnostic purposes. The final evaluation shall be the basis for issuance of the candidate's standard certificate. All performance evaluations shall be aligned with the Professional Standards for School Leaders as defined in N.J.A.C. 6A:9-3.4 and reported on State-developed forms. The mentor shall discuss each evaluation with the candidate, and the mentor and candidate shall sign each report as evidence of such discussion. Upon completion of each evaluation, the report shall be sent to the Department; the final evaluation shall be accompanied by the recommendation for certification pursuant to (g) below.
- (g) Each mentor shall form an advisory panel of practicing educators and shall convene this panel on at least three occasions for purposes of reviewing the resident's progress and soliciting advice concerning the certification of the candidate. The mentor may seek the informal input of the employing district board of education concerning the standard certification of the candidate.

- (h) The mentor shall meet with the resident superintendent at least once a month during the residency. The mentor shall be available on a regular basis to provide assistance or advice upon request of the resident superintendent. The Department may require resident superintendents to pay fees to cover the cost of the training and mentoring services that will qualify them for certification and employment.
- (i) Standard certification for school administrator endorsement candidates shall be approved or disapproved pursuant to the following procedures:
 - 1. Before the end of the residency period, the mentor shall submit to the Department a comprehensive evaluation report on the candidate's performance pursuant to (d) above.
 - 2. This final report shall include one of the following certification recommendations:
 - i. Approved: Recommends issuance of a standard certificate;
 - ii. Insufficient: Recommends that a standard certificate not be issued but that the candidate be allowed to continue the residency or seek admission to an additional residency for one additional year; or

- iii. Disapproved: Recommends that a standard certificate not be issued and that the candidate be prevented from continuing or re-entering a residency.
- 3. Mentors act as agents of the Board of Examiners in formulating their certification recommendations. Those recommendations shall not be subject to review or approval by local boards of education.
- 4. Candidates who receive a recommendation of “approved” shall be issued a standard certificate.
- 5. The mentor shall provide the candidate with a copy of the candidate’s written evaluation report and recommendation before submitting it to the Department.
- 6. If the candidate disagrees with the mentor’s recommendation, the candidate may appeal the recommendation pursuant to N.J.A.C. 6A:9-17.18.
- (j) Candidates who receive a recommendation of “disapproved” or two or more recommendations of “insufficient” may petition the Board of Examiners for approval of additional opportunities to seek provisional employment in districts other than those in which they received unfavorable recommendations. The

candidate shall be responsible for demonstrating why he or she would be likely to succeed if granted the requested opportunity. Disapproval of any candidate's request by the Board of Examiners may be appealed to the Commissioner pursuant to N.J.A.C. 6A:9-17.18(b).

[(k) Each candidate who holds a valid out-of-State school administrator certificate but does not meet the requirements in (a)1, 2, 3, 4 or 5 above, will be eligible for the school administrator endorsement upon presenting the following:

1. A valid standard out-of-State school administrator certificate;
2. Official documentation of five years of successful full-time experience under the out-of-State certificate. This experience shall be in a public school superintendent or assistant superintendent position with responsibility for functions delineated under the New Jersey school administrator endorsement pursuant to N.J.A.C. 6A:9-12.3(a);
3. A master's degree in any area;
4. An offer of employment in a school district in a position that requires the school administrator certificate; and

5. A mentor-directed residency completed under provisional certification. The six-month modified residency shall focus on New Jersey finance and law, and will require the candidate to develop a thorough understanding of New Jersey Standards: the Core Curriculum Content Standards; Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3. 3; and, the New Jersey Standards for School Leaders as defined in N.J.A.C. 6A:9-3.4. Candidates shall demonstrate that understanding through activities illustrating the promotion of excellence in teaching and learning and providing educational leadership to the district.]

[(l)](k) An experienced New Jersey principal who holds a master's degree or higher in a field other than those outlined in (a)1 above, may satisfy the degree requirement by meeting the requirements in (a)4 above and upon presentation of the following:

1. A valid, standard New Jersey principal endorsement; and
2. Official documentation of five years of successful full-time experience as a principal or assistant superintendent of curriculum and instruction in a New Jersey public school or in an approved alternate site that serves public school students.

[(m)](l) Persons who are in possession of a formal, written evaluation for school administrator certification from the Office prior to January 20, 2004 shall have

until January 20, 2009 to complete the certification requirements as specified in the evaluation.

6A:9-12.5 Principal

(a) To be eligible for the principal CE, the candidate shall:

1. Complete one of the following:

- i. Hold a master's or higher degree from a regionally accredited college or university in educational leadership, or in curriculum and instruction, or in one of the recognized fields of leadership or management;
- ii. Hold a master's degree from a regionally accredited college or university and complete a post-master's program resulting in a certificate of advanced study in educational administration and supervision;
- iii. Hold a master's degree from a regionally accredited college or university and complete a post-master's program in a coherent sequence of 30 semester hour credits as they appear on the institution's transcript. The study must be completed at one institution in fields outlined in (a)1i above; or

- iv. Hold a master's degree from an appropriate NCATE or TEAC approved program in educational leadership from an out-of-State college or university;
- 2. Complete a minimum of 30 graduate credits, either within the master's program or in addition to it, in the following quality components of preparation to promote student learning as set forth in N.J.A.C. 6A:9-3.4(a)1-6:
 - i. Leading a common vision of learning in the school community;
 - ii. Leading a climate and culture conducive to student learning and staff professional growth;
 - iii. Leading a safe and effective environment for learning;
 - iv. Leading the mobilization of resources, response to diverse needs, and collaboration with families and communities;
 - v. Leading with integrity and fairness; and
 - vi. Leading with a perspective of the larger political, social, economic and legal context;
- 3. Complete a 300-hour internship in educational leadership independent of other course requirements;

4. Pass a State-approved examination of knowledge that is acquired through study of the topics listed in (a)2 above and that is most directly related to the functions of principals as defined in N.J.A.C. 6A:9-12.3(b); and
 5. Provide documentation evidencing completion of five years of successful educational experience under a valid provisional or standard New Jersey or equivalent out-of-state certificate.
- (b) A candidate who matriculates and enrolls in a State-approved educational leadership preparation program on or after September 1, 2008 shall be required to complete all requirements of N.J.A.C. 6A:9-12.5(a) above effective as of (the effective date of this subsection). A candidate who matriculated and enrolled in classes in a state-approved educational leadership preparation program prior to September 1, 2008, and applies to the Office no later than December 31, 2011, shall complete all requirements under former N.J.A.C. 6A:9-12.5, as effective (one day before the effective date of this subsection). A candidate who does not apply to the Office by December 31, 2011 shall fulfill the requirements in this section.
- (c) Applicants in possession of a written evaluation completed by the Office prior to January 8, 2008 will have until December 31, 2011 to complete the requirements set forth in the written evaluation. A candidate who does not apply to the Office by December 31, 2011 shall fulfill the requirements in this section.

- (d) To be eligible for a provisional principal certificate, the candidate shall:
1. Hold a principal CE; and
 2. Obtain and accept an offer of employment in a position requiring the principal endorsement in a school or district that has agreed formally to sponsor the residency.
- (e) To be eligible for the standard administrative certificate with a principal endorsement, the candidate shall:
1. Possess a provisional certificate pursuant to (a) and (b) above; and
 2. Complete a two-year State-approved residency program while employed under provisional principal certification in a school or district. The residency program shall:
 - i. Require the candidate to develop a thorough understanding of New Jersey standards: the Core Curriculum Content Standards; the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3; and, the Professional Standards for School Leaders as defined in N.J.A.C. 6A:9-3.4. Candidates shall demonstrate that

understanding through activities illustrating the promotion of excellence in teaching and learning and providing educational leadership to the school community;

- ii. Be conducted in accordance with a standard agreement issued by the Department and entered into by the Department, the employing school district, the candidate and the residency mentor. No residency program may be undertaken without a valid agreement;
- iii. Be administered by a State approved mentor, an experienced principal who has completed a State-approved training program implemented by a State-approved provider, and who shall supervise and verify completion of all required experiences and training by the candidate. The mentor and the district superintendent shall, at the start of the residency, submit to the Department a written recommendation on state-developed forms concerning any areas of professional experience that should be waived and any additional teaching or other special experiences, if any, that the individual candidate should complete before achieving standard certification. Department review and subsequent approval shall consider the candidate's past work experience and recommended standards-based performance goals during residency, and shall be specified in the standard written agreement; and
- iv. Provide professional experiences, training, and instruction as

defined in the Professional Standards for School Leaders and in the areas of curriculum leadership; supervision of instruction; pupil personnel services; personnel management; community relations; student relations; facilities management; school finance; school law; and technical administrative skills.

- (f) Each candidate for the standard administrative certificate with a principal endorsement shall be evaluated formally by the mentor on at least six occasions for purposes of certification. The first five evaluations shall be conducted mainly for diagnostic purposes. The final evaluation shall be the basis for issuance of the candidate's standard certificate. All performance evaluations shall be aligned with the Professional Standards for School Leaders as defined in N.J.A.C. 6A: 9-3.4 and reported on State-developed forms. The mentor shall discuss each evaluation with the candidate, and the mentor and candidate shall sign each report as evidence of such discussion. Upon completion of each evaluation, the report shall be sent to the Department; the final evaluation shall be accompanied by the recommendation for certification pursuant to (i) below.

- (g) Each mentor shall form an advisory panel of practicing educators and shall convene this panel on at least three occasions for purposes of reviewing the resident's progress and soliciting advice concerning the certification of the candidate.

- (h) The mentor shall meet with the principal candidate at least once a month during the residency. The mentor shall be available on a regular basis to provide assistance or advice upon request of the candidate. The Department may require candidates to pay fees to cover the cost of the training and mentoring services that will qualify them for certification and employment.
- (i) Standard certification of principal candidates shall be approved or disapproved pursuant to the following procedures:
 - 1. Before the end of the residency period, the mentor shall submit to the Department a comprehensive evaluation report on the candidate's performance pursuant to (f) above.
 - 2. This final report shall include one of the following certification recommendations:
 - i. Approved: Recommends issuance of a standard certificate;
 - ii. Insufficient: Recommends that a standard certificate not be issued but that the candidate be allowed to continue the residency or seek admission to an additional residency for one additional year; or
 - iii. Disapproved: Recommends that a standard certificate not be issued and that the candidate be prevented from continuing or re-entering a residency.

3. Mentors act as agents of the Board of Examiners in formulating their certification recommendations. Those recommendations shall not be subject to review or approval by local boards of education.
 4. Candidates who receive a recommendation of “approved” shall be issued a standard certificate.
 5. The mentor shall provide the candidate with a copy of the candidate’s written evaluation report and recommendation before submitting it to the Department.
 6. If the candidate disagrees with the mentor’s recommendation, the candidate may appeal the recommendation pursuant to N.J.A.C. 6A:9-17.18.
- (j) Candidates who receive a recommendation of “disapproved” or two or more recommendations of “insufficient” may petition the Board of Examiners for approval of additional opportunities to seek provisional employment in districts other than those in which they received unfavorable recommendations. The candidate shall be responsible for demonstrating why he or she would be likely to succeed if granted the requested opportunity. Disapproval of any candidate’s

request by the Board of Examiners may be appealed to the Commissioner pursuant to N.J.A.C. 6A:9-17.18(b).

[(k) Each candidate who holds an out-of-State principal certificate but does not meet the requirements in (a)1, 2, 3, 4 or 5 above will be eligible for the principal certificate upon presenting:

1. A valid standard out-of-State principal certificate;
2. Official documentation of five years of successful full-time experience under the out-of-State certificate. This experience shall be in a school principal or assistant principal position with responsibility for functions delineated under the New Jersey principal endorsement pursuant to N.J.A.C. 6A:9-12.3(b);
3. A master's degree in any area;
4. An offer of employment in a position that requires the principal certificate;
and
5. A mentor-directed residency completed under provisional certification. The six-month modified residency shall focus on New Jersey finance and law, and will require the candidate to develop a thorough understanding of

New Jersey Standards: the Core Curriculum Content Standards; Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3; and, the New Jersey Standards for School Leaders as defined in N.J.A.C. 6A:9-3.4. Candidates shall demonstrate that understanding through activities illustrating the promotion of excellence in teaching and learning and educational leadership to the school community.]

[(l)](k) Each candidate who holds a valid New Jersey or out-of-State supervisor endorsement and a master's degree or higher in a field other than one required in (a)1 above will be eligible for a principal CE upon presenting the following:

1. Official documentation of five years of successful full-time experience as a supervisor of an instructional area or department related to the Core Curriculum Content Standards under a valid New Jersey or out-of-State supervisor certificate;
2. Official documentation evidencing completion of a New Jersey State-approved certification program in educational leadership offered by providers approved by the Department. This program shall include, but not be limited to:

- i. Preparation for educational leadership through experiences related to the performance-based Professional Standards for School Leaders and the CCCS;
 - ii. Two hundred twenty-five clock hours of formal instruction in quality components of preparation to promote student learning as set forth in N.J.A.C. 6A:9-3.4 (a)1 through 6 and delineated in (a)2i through vi above; and
 - iii. A district internship consisting of a minimum of 300 hours providing professional experiences in school administration; and
3. Official documentation evidencing passage of a State-approved examination of knowledge that is acquired through study of the topics listed in (a)2 above, aligned with the Professional Standards for School Leaders, and that is most directly related to the functions of principals as defined in N.J.A.C. 6A:9-12.3(b).

[(m)](l) Each candidate who holds a valid New Jersey or out-of-State supervisor endorsement and a master's degree or higher in a field other than one required in (a)1 above, but has zero to five years supervisory experience, will be eligible for a principal CE upon presenting the following:

1. Official documentation of five years of successful full-time teaching experience under a valid New Jersey or out-of-State teaching certificate;

2. Official documentation evidencing completion of a New Jersey State-approved certification program in educational leadership offered by providers approved by the Department. This program is pursuant to (l)2 above with the following exceptions: the program is a minimum of 275 clock hours plus a 300-hour internship;
3. Official documentation evidencing passage of a State-approved examination of knowledge that is acquired through study of the topics listed in (a)2 above, aligned with the Professional Standards for School Leaders, and that is most directly related to the functions of principals as defined in N.J.A.C. 6A:9-12.3(b).

[(n)](m) Each candidate who can provide documentation of at least five years of successful full-time teaching experience under a valid New Jersey or out-of-State teaching certificate and a master's degree or higher in a field other than one required in (a)1 above will be eligible for a principal CE upon presenting the following:

1. Official documentation evidencing completion of a New Jersey State-approved certification program in educational leadership offered by providers approved by the Department. This program is pursuant to (l)2

above with the following exceptions: the program is a minimum of 350 clock hours plus a 300-hour internship;

2. Official documentation evidencing passage of a State-approved examination of knowledge that is acquired through study of the topics listed in (a)2 above, aligned with the Professional Standards for School Leaders, and that is most directly related to the functions of principals as defined in N.J.A.C. 6A:9-12.3(b).

[(o)](n) Persons who are in possession of a formal, written evaluation for principal certification from the Office prior to January 20, 2004 shall have until January 20, 2009 to complete the certification requirements as specified in the evaluation.

6A:9-12.6 Supervisor

- (a) To be eligible for the standard administrative certificate with a supervisor endorsement, a candidate shall be required to:

1. Hold a master's or higher degree from a regionally accredited college or university;
2. Successfully complete one of the following:

- i. A college curriculum approved by the Department of Education as the basis for issuing this endorsement;
 - ii. Twelve graduate-level, semester-hour credits to include the following:
 - (1) Three credits in general principles of staff supervision in grades preschool through 12;
 - (2) Three credits in general principles of curriculum development for grades preschool through 12;
 - (3) Three elective credits in curriculum development; and
 - (4) Three elective credits in staff supervision and/or curriculum development; or
 - iii. A State-approved training program implemented by a State-approved provider as the basis for issuing this certificate; and
- 3 Hold a standard New Jersey instructional or educational services certificate or its out-of-State equivalent, and complete three years of successful, full-time teaching and/or educational services experience. Teaching and/or educational services experience completed in a New Jersey public school must have been under an appropriate New Jersey certificate.

- (b) Applicants in possession of a written evaluation for the supervisor certificate completed by the Office prior to January 20, 2004 will have five years from the effective date to complete the requirements set forth in the written evaluation.

6A:9-12.7 School business administrator

- (a) To be eligible for the school business administrator CE, the candidate shall:
1. Hold a Master's degree or higher degree from a regionally accredited college or university or be in possession of a certified public accountant license;
and
 2. Complete at least 18 credits of graduate or undergraduate study in the following areas:
 - i. Economics;
 - ii. Law;
 - iii. Accounting;
 - iv. Organizational theory;
 - v. Management or administration; and
 - vi. Finance.
- (b) To be eligible for a provisional administrative certificate with a school business administrator endorsement, the candidate shall:
1. Hold a school business administrator CE; and

2. Obtain and accept an offer of employment in a position that requires the school business administrator endorsement in a public school district that has agreed formally to sponsor the residency.
- (c) To be eligible for the standard administrative certificate with a school business administrator endorsement, the candidate shall:
1. Possess a provisional certificate pursuant to (a) and (b) above; and
 2. Complete a one to two-year State-approved district residency program while employed under provisional certification. The residency shall:
 - i. Take place in a functioning public school district environment, and will require the candidate to develop a thorough understanding of New Jersey Standards: the Core Curriculum Content Standards; the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3; and the Professional Standards for School Leaders as defined in N.J.A.C. 6A:9-3.4. Candidates shall demonstrate that understanding by providing support for the educational goals of the district;
 - ii. Be conducted in accordance with a standard agreement issued by the Department and entered into by the Department, the employing

school district, the candidate and the residency mentor. No residency program may be undertaken without a valid agreement;

- iii. Be administered by a State-appointed mentor, an experienced school business administrator who has completed a State-approved orientation, and who shall supervise and verify completion of all required experiences and training by the candidate. The mentor and the district superintendent shall, at the start of the residency, submit to the Department a written recommendation on State-developed forms concerning any areas of professional experience that should be waived and any additional teaching or other special experiences, if any, that the individual candidate should complete before achieving standard certification. Department review and subsequent approval shall consider the candidate's past work experience and recommended professional experiences during residency which shall be specified in the standard written agreement; and
- iv. Provide professional experiences, training, and 145 clock hours of formal instruction in the areas of Standards listed in (c)2i above; school plant planning, construction and maintenance; school financial and legal practices including budget planning and administration and double entry accounting (GAAP); pupil transportation; labor relations and personnel; insurance/risk administration; and food service administration.

- (d) Each candidate for the standard administrative certificate with an endorsement for school business administrator shall be evaluated formally by the mentor on at least three occasions for purposes of certification. The first two evaluations shall be conducted mainly for diagnostic purposes. The final evaluation shall be the basis for issuance of the candidate's standard certificate. All evaluations shall be based on the candidate's performance in areas of authorization defined in N.J.A.C. 6A:9-12.3(d) and reported on State-developed forms. The mentor shall discuss each evaluation with the candidate, and the mentor and candidate shall sign each report as evidence of such discussion. Upon completion of each evaluation, the report shall be sent to the Department; the final evaluation shall be accompanied by the recommendation for certification pursuant to (g) below.
- (e) Each mentor shall form an advisory panel of practicing educators and shall convene this panel on at least three occasions for purposes of reviewing the resident's progress and soliciting advice concerning the certification of the candidate. The mentor may seek the informal input of the employing district board of education concerning the standard certification of the candidate.
- (f) The mentor shall meet with the resident school business administrator at least once a month during the residency. The mentor shall be available on a regular basis to provide assistance or advice upon request of the resident school business administrator. The Department may require resident school business

administrators to pay fees to cover the cost of the training and mentoring services that will qualify them for certification and employment.

(g) Standard certification of school business administrator certificate candidates shall be approved or disapproved pursuant to the following procedures:

1. Before the end of the residency year, the mentor shall submit to the Department a comprehensive evaluation report on the candidate's performance pursuant to N.J..A.C. 6A:9-12.5(d).
2. This final report shall include one of the following certification recommendations:
 - i. Approved: Recommends issuance of a standard certificate;
 - ii. Insufficient: Recommends that a standard certificate not be issued but that the candidate be allowed to continue the residency or seek admission to an additional residency for one additional year; or
 - iii. Disapproved: Recommends that a standard certificate not be issued and that the candidate be prevented from continuing or re-entering a residency.

3. Mentors act as agents of the Board of Examiners in formulating their certification recommendations. Those recommendations shall not be subject to review or approval by local boards of education.
 4. Candidates who receive a recommendation of “approved” shall be issued a standard certificate.
 5. The mentor shall provide the candidate with a copy of the candidate’s written evaluation report and recommendation before submitting it to the Department.
 6. If the candidate disagrees with the mentor’s recommendation, the candidate may appeal the recommendation pursuant to N.J.A.C. 6A:9-17.18.
- (h) Candidates who receive a recommendation of “disapproved” or two or more recommendations of “insufficient” may petition the Board of Examiners for approval of additional opportunities to seek provisional employment in districts other than those in which they received unfavorable recommendations. The candidate shall be responsible for demonstrating why he or she would be likely to succeed if granted the requested opportunity. Disapproval of any candidate’s request by the Board of Examiners may be appealed to the Commissioner pursuant to N.J.A.C. 6A:9-17.18(b).

- (i) The requirements listed in (a) through (h) above shall not apply to persons who hold standard administrative certificates with the following endorsements issued before September 1, 1991: School Business Administrator, Assistant Superintendent for Business, or Assistant Executive Superintendent with Specialization in Business Administration. Holders of those endorsements shall be entitled prospectively to apply for all positions in the general category of business administration.
- (j) Board secretaries who lack certification but were assigned prior to September 1, 1991 to perform business administration functions as described in N.J.A.C. 6:11-12.3(d) shall be permitted to retain their positions in the districts in which they were employed prior to September 1, 1991 indefinitely.
- (k) The requirements listed in (a)1 above shall not apply to persons who hold a standard administrative certificate or CE with a school business administrator endorsement. Persons who are in possession of a formal evaluation for school business administrator certification from the Department, shall be permitted five years from January 20, 2004 to attain certification as specified in the evaluation.

6A:9-12.8 Requirements for interstate reciprocity

- (a) **Notwithstanding any other provision of N.J.A.C. 6A:9-12, any applicant for administrative certification who presents a valid administrative certificate**

issued by any other state shall, upon payment of the appropriate fee, be issued a New Jersey administrative certificate of eligibility for the equivalent New Jersey endorsements for school administrator, principal, or school business administrator, or shall be issued the equivalent New Jersey standard supervisor endorsement. If there is no equivalent current New Jersey endorsement, then the provisions of 6A:9-12.1 through 12.7 shall apply to the candidate. There is one limitation to this rule:

1. If New Jersey has an equivalent endorsement with required subject matter test for the applicant's endorsement, the applicant shall have passed a state subject matter test to receive his or her out of state endorsement or else must pass the appropriate New Jersey subject matter test. This limitation shall not apply if the applicant has five years of experience in good standing under the out of state certificate. Experience in good standing shall be documented by a letter of experience from the applicant's supervisor or authorized district representative.

SUBCHAPTER 13 REQUIREMENTS FOR EDUCATIONAL SERVICES CERTIFICATION

6A:9-13.22 Requirements for interstate reciprocity

(a) Notwithstanding any other provision of N.J.A.C. 6A:9-13, any applicant for educational services certification who presents a valid educational services certificate issued by any other state shall, upon payment of the appropriate fee, be issued a New Jersey educational services standard certificate for the equivalent and currently-issued New Jersey endorsement. If there is no equivalent current New Jersey endorsement, then the provisions of 6A:9-13.1 through 13.21 shall apply to interstate reciprocity. There are three limitations to this rule:

- 1. If New Jersey has an equivalent endorsement with required subject matter test for the applicant's endorsement, the applicant shall have passed a state subject matter test to receive his or her out of state endorsement or else must pass the appropriate New Jersey subject matter test. This limitation shall not apply if the applicant has five years of experience in good standing under the out of state certificate. Experience in good standing shall be documented by a letter of experience from the applicant's supervisor or authorized district representative.**
- 2. An applicant for interstate reciprocity for a New Jersey educational services endorsement which requires a residency shall receive a certificate of eligibility or certificate of eligibility with advanced standing as governed by 6A:9-13.**

3. Applicants for educational services reciprocity must meet all other requirements in 6A:9-13 for State-issued professional licenses or certificates.